

Assistant ditto Store Director

Job Description

Purpose: A position to assist the Store Director in the responsibilities below.

Accountability: The position reports directly to the Store Director, and the ditto Board

Qualifications:

- 3+ years of experience working in retail industry
- Capable of envisioning the Board's objectives and translating them into manageable, tangible, achievable goals
- Strong interpersonal communication skills.
- Able to relate well with people and delegate responsibilities to others
- An attitude centered around others, the ability to lead graciously, openness to new ideas, be a self-starter, team oriented, organized, pressure tolerant, and dependable.

Main Responsibilities:

- Lead, guide and formally provide appreciation to store volunteers
- Maintain lists of volunteers to address the specific needs including: Deliveries, Pick-Ups, Cashiers, Floor Support
- Ensure a positive atmosphere exists among volunteers and managers
- Hire, Manage and evaluate staff members
- Facilitate monthly manager meeting
- Oversee and evaluate all bills received and give approval, oversee payroll and vacation for staff and students
- Daily contact with the store to aid managers with whatever needs they are encountering, including support and backup to the Manager's role
- Develop, implement and enforce policies with store managers
- Monthly Report to Board of Directors on all store functions
- Communicate as needed with the leaders of the facility, volunteer, inventory, finance and marketing committees
- Act as gatekeeper for store maintenance and utilities support
- Maintain ditto image by ensuring quality products are placed on floor, with an upscale layout
- Organize and oversee annual Volunteer Appreciation Dinner and bi-annual State of the Store events
- Oversee organization of any specialty store events (i.e. summer and Christmas Crawl, change over days (2x's yearly) downtown merchant events)

This position will require 20-25 hours in 2019, with the expectation that the applicant will transition into the Store Director position in 2020. Hours are flexible.

Interested candidates may contact

Eric Kern | kern.eric@gmail.com | 616-886-4207